MAINE ANIMAL CONTROL ASSOCIATION

Proposed By-Law Amendments

April 4, 2014 – Draft

Constitution and By-Laws

Article I The name of this organization shall be Maine Animal Control Association.

Article II MISSION STATEMENT

The purpose and mission of the "Association" is to share knowledge and ideas and to maintain a level of professionalism to provide quality service to the community. The Association will promote and provide educational programs to the public when health and safety issues are involved.

Article III AFFILIATION

The "Association" shall be and hereby is affiliated with the **Maine Municipal Association.**

Article IV MEMBERSHIP

1. Voting Privileges: Membership in the "Association" shall be limited to "Certified" Animal Control Officers who meet the minimum requirement as specified in M.R.S.A.Title 7 § 3906-B.4 and Title 7 § 3947. Members must maintain their certification status as required by state statute. Membership is offered to any Law Enforcement Officer as defined by state statute whose responsibilities include the enforcement of the Animal Welfare Laws of the State of Maine.

2. Non-voting Members: Membership shall be open to all interested individuals who do not qualify under the voting membership requirements. Dues shall be the same as regular voting membership.

Article V MEMBERSHIP DUES

1. Regular Member: Any person, animal control officer, or law enforcement officer.

2. The Executive Committee, prior to January 1 of each year, shall set membership dues payable by the end of the first quarter of that year. Anyone delinquent in dues at the end of the grace period shall be dropped from the active membership list.

Article VI EXECUTIVE COMMITTEE

1. **Executive Committee:** The Executive Committee shall include the President, Vice President, Secretary, Treasurer, the immediate Past-President and four members at large with geographical consideration being given for selection. The four members at large shall serve two years with two appointed, rather than elected, each year. Any vacancy in the Executive Committee, excluding the President, shall be filled until the next regular meeting of the Association by a majority vote of the Executive Committee. The Executive Committee shall meet no less than twice annually and at such other times as deemed necessary by the President. The Executive Committee shall carry on and transact business of the Association and shall make recommendations to the membership at meetings of the Association.

2. **Duties:** The duties of each of the Officers shall be the usual duties of their respective offices necessary in order to carry out the general activities of the Association, including but not limited to the following:

   a. President – executive leadership of the Association.
   b. Vice President – responsible for professional growth of the Association and of its members; serves as President in the absence of that Officer.
   c. Treasurer – responsible for overseeing the financial and contractual affairs of the Association.
   d. Secretary – responsible for maintaining all records and transactions of the Association including membership, member standing, newsletter and BY-LAWS.

A simple majority of the Executive Committee shall constitute a quorum necessary for the discharge of business at the annual meeting.

The Executive Committee may vote upon any issue submitted to the President, either in person, by mail, by facsimile, e-mail or by telephone. All issues sent by mail, facsimile, e-mail or phone must be received by the President 72 hours prior to the commencement of the Executive Committee meeting in which each issue will be voted and acted upon.

Article VII ELECTION OF PRESIDENT

The only elected officer, rather than official, shall be the President, who in turn shall appoint the following positions: (1) Vice President, and (2) Treasurer/Secretary.

Eligibility for Office. To be eligible as a Board Member of the Association, the candidate must be a Regular Member and have been a Regular Member for a period of at least two (2) years.

Article VIII NOMINATIONS

Nominations for the slate of officers shall be submitted to: Maine Animal Control Association, 60 Community Drive, Augusta, Maine 04330. Nominations must be postmarked and received 15 days in advance of the ANNUAL MEETING. Names

submitted after 15 days will not be considered for election and are disqualified from the election process.

Article IX ASSOCIATION MEETINGS

There shall be an Annual Meeting for the purpose of electing the President and to conduct other business as required. The President or Executive Committee will schedule a date, place and time for the Annual Meeting. The Annual Meeting must be chaired by the President, Executive Committee or their designee. Statewide Association meetings may be held by individual members to address local issues. A Regional Facilitator appointed by the Executive Committee must chair these meetings in order to be recognized and accepted by the Association. The Regional Facilitators will report directly to the President and/or Executive Committee.

Article X FINANCIAL RESPONSIBILITY

No individual or committee of the Association shall be authorized to create any financial liability unless the Executive Committee first shall have approved it as to its purpose and amount.

Article XI NEWSLETTERS/WEBSITE

A bi-annual newsletter or as time allows will be sent to all members of the Association. The purpose of the newsletter will be to keep everyone informed on the events around the state and of any laws that will have an adverse effect on Association members and their community. A website is available and maintained by a person appointed by the President. The purpose of the site will be to inform members of events, proposed legislative changes and to conduct surveys as needed. The site is an informational connection.

Article XII PARLIAMENTARY AUTHORITY

The rules contained in the current edition of **Roberts Rules of Order Newly Revised** will govern the “Association” in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the “Association” may adopt.

Article XIII AMENDMENTS

A copy of each proposed amendment to these bylaws must be distributed to every member of the “Association” fifteen (15) days before the next annual meeting. The amendments may be discussed and modified before a vote at the annual meeting. Proposed and revised amendments to the by-laws become effective when approved by a simple majority of members present at the annual meeting.

Article XIV EXECUTIVE COMMITTEE MEETINGS

The President may call a meeting of the Executive Committee at any reasonable time to conduct business and to take up other issues that may arise. Notification of these meetings to the general membership is not required and attendance at these meetings is not required. Any member may attend these meetings. Members will have the responsibility to contact the President for scheduling of Executive Committee Meetings.

Article XV NECESSARY REQUIREMENT TO SERVE AS PRESIDENT

At the time of election, and throughout the term of the President, the individual must be employed and working as an ACO for a municipality within the State of Maine. If for any reason the President is no longer employed as an ACO and is not working for a municipality within the STATE OF MAINE, the President shall submit their resignation to the Executive Committee at once. Failure to do so will automatically disqualify the President from their position. In the event of this happening, refer to **Article XVI-A.**

Article XVI REPLACEMENT OF THE PRESIDENT

A. The Executive Committee members will fulfill replacement of the President for any reason until such time of the annual meeting.

Article XVII CODE OF CONDUCT

It is vitally important to the association's existence that it maintains a code of conduct. Members must maintain a level of professionalism when representing the association at events or serving their communities. In order to maintain continuity and structure, MACA has set up a leadership chain of command. All members must follow the chain of command. Members who fail to follow the chain of command will be disciplined, which may include termination of membership. The Executive Committee has full authority on all disciplinary actions. The Executive Committee decisions are final pending an appeal process.

Appeal Process: Any member receiving disciplinary action may appeal the Executive Committee decisions to the full membership at the next annual business meeting. The Executive Committee decisions may be overturned by a simple majority vote by members present, including reinstatement.